

TERMS OF REFERENCE

I. PROJECT TITLE

ORANGE YOUR ICON (18-Day Campaign to End Violence Against Women)

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: November 25, 2021
Location: Puerto Galera, Oriental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

The Department of Tourism (DOT) – MIMAROPA Region as part of its Gender and Development (GAD) activity to support the Philippine Commission on Women (PCW) project *ORANGE YOUR ICON*, an 18-Day Campaign to End Violence Against Women (VAW), in solidarity with the United Nations' UNiTE to End VAW Campaign.

Said activity is aimed to strengthen the anti-VAW advocacy by enjoining new audiences to join the cause to end VAW. The idea is to attract the public's curiosity on why major landmarks or icons nationwide are colored orange, thereby providing opportunities for advocates to explain the Anti-VAW advocacy.

Among the goals of this activity is to:

- Promote community and tourism sector involvement in sharing the vision of a violence-free community
- Promote national and local tourism sites and landmarks alongside the campaign for fostering VAW-free communities
- Ensure convergence of efforts of the tourism industry in their roles in ending VAW

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Preferably **DOT Accredited Travel and Tour Operator**
- C. Located in the **National Capital Region or MIMAROPA Region**
- D. Must be willing to provide services on a **send bill arrangement**
- E. Must comply with the detailed services specified in **Item IV of the TOR**

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK / DELIVERABLES:

A. Transportation

1. Van Hire (Pick up from residence to Batangas Port and vice-versa of four (4) DOT MIMAROPA Regional staff inclusive of toll fees, drivers meals and gas)
 - Caloocan City

- Pateros
 - Novaliches, Quezon City
 - Pasig City
2. Sea Transport (boat hire) from Batangas Port to Puerto Galera and vice-versa including all fees (terminal fees, environmental fees, etc.)
 3. Van Hire for three (3) day within Puerto Galera

B. Room Accommodation with Breakfast and Land Transfers

1. Twin Sharing Rooms with breakfast (2 rooms) – 4 DOT Staff (2 males, 2 females)
2. Duration: 2 nights
Check-in: November 24, 2021
Checkout: September 26, 2021

C. Event Requirements

1. Date of Activity: November 25, 2021
2. Lighting Equipment Rental and Installation (Orange Lighting for the Tourism Icon (Galleon Boat and Grandstand) in Muelle Port, Puerto Galera, Oriental Mindoro from November 25 to December 12, 2021
3. Event tarpaulin 4 ft. x 11 ft. (5 pcs) and 8 ft. x 16sq. ft. (1 pc.)
4. Table and Chair Setup with physical distancing and health protocols in place at Muelle Port for Ceremonial Lighting
5. Sound system with microphone
6. Electricity Expense for the duration of the lighting (18 days)
7. Round neck white T-shirts (5pcs) with colored print of PCW Approved Orange Your Icon Logo

D. Meals

1. November 25, 2021 (Afternoon refreshments for 40 pax for the Ceremonial Lighting)
2. Table Setup with physical distancing and health protocols in place at Muelle Port for Ceremonial Lighting
3. November 24, 2021: Breakfast for 6 persons
4. November 25, 2021: Lunch and Dinner for 6 persons
5. November 26, 2021 : Lunch and Dinner for 6 persons

E. Miscellaneous

1. Communication Allowance for four (4) DOT MIMAROPA Regional staff
2. RTPCR Tests (4 pax)

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **THREE HUNDRED AND FORTY THOUSAND PESOS (Php 340,000.00)**, inclusive of applicable taxes and fees.

The winning bid shall be determined based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VII. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure **(send bill arrangement)**. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

VIII. PROJECT OFFICER/CONTACT PERSON

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